

DRAFT---Special Ed Referral Procedures

After a student has moved through all Rtl Tiers and has been approved by the administrative review committee to be referred for a special education evaluation, the following things need to be completed:

1. Parents need to be provided Notice of Proposal to Evaluate form (eSped Texas Notices Application), Sign Consent for Full Individual Evaluation form (eSped Texas Notices Application).
2. Parents need to be provided with the Guide to the Admission, Review, and Dismissal Process booklet, and the Notice of Procedural Safeguards booklet. The ARD Guide and Procedural Safeguards dissemination needs to be documented within eRtl (*Screen 24 Tier 4 Special Education Referral*).
3. If *Educational Screening/Information from Parent/Adult Student* form (eSped Texas Notices Application) indicates that the student receives Medicaid, *Medicaid Billing* letter (eSped Texas ARD application under reports) needs to be given to parent and a copy retained for records.
4. Tier 4 Special Education Referral Screen needs to be completed in eRtl, printed and placed into brown folder along with any additional documentation not included within the default eRtl report including but not limited to:
 - *Educational Screening/Information from Parent/Adult Student* form (eSped Texas Notices Application)
 - Educational Screening/Classroom Observation* form (eSped Texas Notices Application) completed by certified special education teacher
 - Educational Screening/Health Information* (eSped Texas Notices Application) completed by school nurse

*******REMEMBER-Timelines start the day that you obtain parent consent for evaluation. DO NOT OBTAIN CONSENT until all data is collected. Document date of consent on *Screen 24 Tier 4 Special Education Referral* within eRtl. This date will be used for state and federal compliance reporting*******